

## INSTRUCTIONS FOR SUB-AGENCY CREATION REQUESTS

If you want CDE to separate your October report into sub-agencies so that you can use that report as the basis for sub-agencies for your November CDD-801A report, you must complete the two forms listed below and submit them with your October CDD-801A paper reports no later than November 15, 2001. *Complete these forms only if you plan to report by sub-agencies in November and you want CDE to pre-load your October data.*

### Part A, Sub-Agency Creation Request/Cover Sheet.

#### *Purpose:*

The Sub-Agency Creation Request/Cover Sheet serves as the cover sheet for your complete CDD-801A paper submission for the October report month and identifies how many sub-agencies you are requesting with this submission.

#### *Instructions:*

- Clearly indicate your agency name, vendor number, and number of sub-agencies being requested.
- Attach this form to the top of your complete October CDD-801A paper submission and mail to:  
California Department of Education  
Management Systems  
560 J Street, Room 260  
Sacramento, CA 95814

### Part B, Sub-Agency Batch Cover Sheets

#### *Purpose:*

The Sub-Agency Batch Cover Sheets serve as the cover sheets for each batch within your report and identify each sub-agency that the families in the batch will be associated with.

#### *Instructions:*

- Prepare one Part B form for each sub-agency submission or batch.
- Enter the Legal Name of your Agency and your Vendor Number
- Enter a number for each sub-agency on each form. Begin numbering your sub-agencies with 001, 002, etc.
- Enter the name and description of the sub-agency (for your use only).
- Keep a record of the sub-agency name and description (sites, contracts, subcontractors, etc.) associated with each sub-agency number. CDE is not able to add names into the old system; agencies will have to add the sub-agency names and descriptions before they copy forward the data in the new system to the November report month.
- Securely fasten each Part B to the top of each sub-agency submission or batch.

*Important:* CDE will create the sub-agencies for you based on the Part B forms and batches you send in. Each sub-agency will be assigned a vendor number/submission code based on the numbering you provide. The vendor submission code contains two parts (XXXX-001). The first part (XXXX) is your agency vendor number. The second part (001) is the sub-agency number you designate. When you log on to the Management Systems secure web site in December, you will be able to give your sub-agencies names and descriptions, and

copy forward each batch (sub-agency) to the November report month. Instructions will be provided on the web site.

## Part A. Sub-Agency Creation Request/Cover Sheet

### *Instructions:*

This section must be completed and included on the top of your complete October 2001 CDD-801A monthly report. All sub-agency groups must be included within this package. Keep a copy of this form for your records.

### **Submit to:**

California Department of Education  
Management Systems  
560 J Street, Room 260  
Sacramento, CA 95814

Legal Name of Agency: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

Number of Sub-Agencies requested: \_\_\_\_\_

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## Part B. Sub-Agency Batch Cover Sheet

### *Instructions:*

Attach this section to each group of families to be included with this sub-agency.

Complete the information below for each sub-agency to be created. Number your first sub-agency 001, the next sub-agency 002, etc. Use one Part B for each sub-agency. Keep a copy of these forms for your records.

Legal Name of Agency: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

Sub-Agency Number: \_\_\_\_\_

For your Agency Records only:

Name of Sub-Agency: \_\_\_\_\_

Description of Sub-Agency: \_\_\_\_\_

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